

SENIOR SERVICES COORDINATOR

DEFINITION:

Under the general direction of the Chief, Program Review and Development, to be responsible for the County-wide mental health policy and planning development for services to senior citizens; to act as liaison and advocate for public mental health programs for seniors; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one position class in the Health and Human Services Agency (HHS), Mental Health Program Review and Development unit of Mental Health Services. It is distinguished from the Psychiatric Social Worker and Mental Health Consultant classes by its extensive program development, resource development, administrative liaison, and consulting functions and its impact on departmental policy related to seniors. The position is also distinguished from the higher class of Regional Manager in that the Senior Services Coordinator is not responsible for direct management of service delivery.

EXAMPLES OF DUTIES:

Assesses the needs for mental health services to seniors; advises the Deputy Director, Assistant Deputy Director, and the Clinical Director of Mental Health Services on the mental health service needs of senior citizens and makes recommendations on services to meet these goals; provides consultation to the Administration and Policy Committee members on seniors, services, and regulations; locates and develops screening and assessment tools; provides limited consultation and training to mental health staff; participates in Site Review and Evaluation activities of P.R.D. unit; oversees the development of specialized mental health contracts for seniors; monitors compliance with federal, state, and county regulations; assists in the planning of mental health programs including development of standards, policies, and procedures; provides limited program consultation to community agencies; participates in grant writing and "Request For Proposal" development to increase available resources; aids in the development of additional services for seniors in the community; cooperates with the staff development coordinator to develop and implement training and other educational events related to geriatric services and aging related issues; serves the division as its internal and external senior services resource person; and serves on advisory groups, task forces, State and local committees as needed to further cooperate and foster mental health service delivery to seniors.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Current mental health theory, practices, and programs as related to senior citizens.
- Mental health program planning and implementation.
- Mental health legislation and regulations related to services for seniors with mental disorders.
- The full range of services and modalities available and their utilization in treatment and community outreach programs for seniors.

General Knowledge of:

- Health and human service needs of senior citizens.
- Agencies in San Diego County which have as their primary objective assisting seniors who are mentally disabled.
- Principles and practices of management and administration.
- Techniques of supervision and training.

Skills and Abilities to:

- Resource development through planning, grant writing, and RFP development.
- Conceptualizing, developing, coordinating, monitoring, and evaluating mental health services.
- Consultation skills related to both service planning and cases.
- Problem solving and resource location for staff.
- Effective communications, both oral and written.
- Organizational coordination and leadership.
- Workshop and conference development.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

At least (3) years full-time experience providing mental health treatment, assessment, and crisis intervention services exclusively to seniors, 55 years and older, AND must include one year of full-time experience in administration, management, and supervision of paid employees; experience in planning, developing, and implementing mental health projects and/or programs; and experience in developing successful cooperative working relationships with other programs, agencies, or organizations.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

It is highly desirable that applicants possess a current California license or certificate in at least one of the following areas: Clinical Social Work; Marriage, Family, and Child Counseling; Psychiatry; Clinical Psychology; or Nursing.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHSA.